

How to crop photos

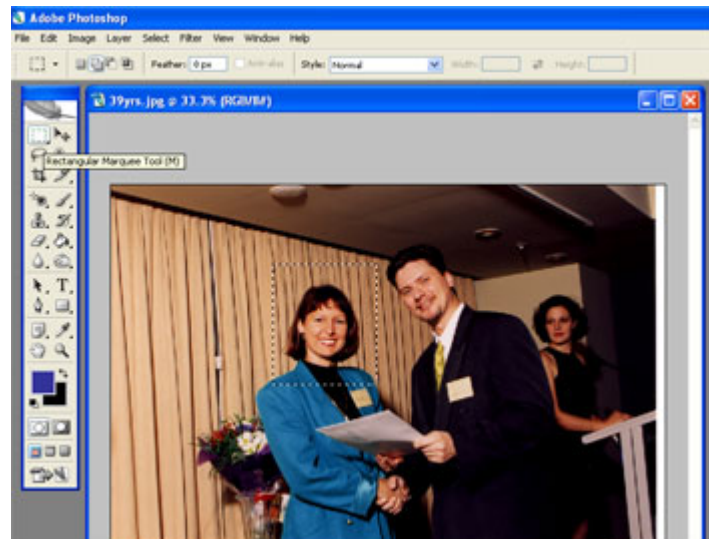
Did you know......that you can crop photos? Cropping allows you to select a specific section of the photo. This means you can get rid of excess backgrounds or images.

How to crop photos using Adobe PhotoShop

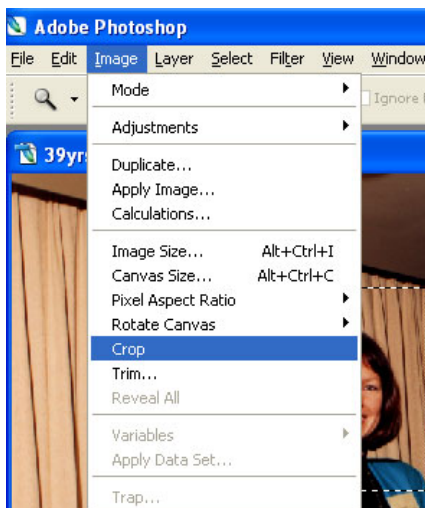
1. Start Adobe PhotoShop
2. Click on **File, Open** on the menu bar and locate the image that you want to crop (example below: original photo has three people, I want to crop the photo to show only me so I can use it for my CSTC Online user profile photo)
3. Click on the **Rectangle Marquee Tool (M)** in the Tools window
4. Click to the top left of the area you wish to select, keep the mouse button held down and drag your hand to the bottom right of the area you want. A dotted square will appear around the area you selected. (example below: I have selected my head)
5. Click on **Image** on the menu bar and select **Crop...**
6. Click on **File, Save As** to save the cropped
7. Make sure **JPEG** is selected
8. **Name** and **Save** your file

Example

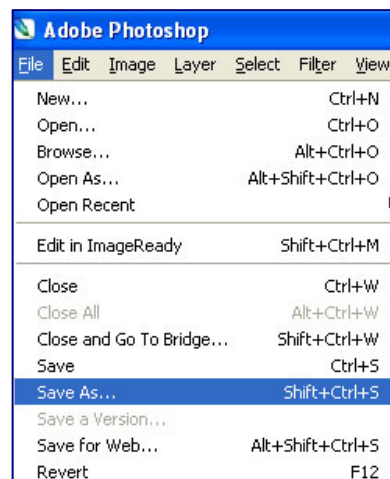
Steps 3 & 4



Step 5



Step 6



Steps 7 & 8

